

CLASSIFICATION ADDENDUM

Job Title: Library Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E81

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Library Director performs activities planning, organizing, directing, coordinating, overseeing, and reviewing the operation of the City's public library and museum. Establishes policies and procedures and interprets those for staff and the public; plans short and long term goals; participates in, and supports development of, the management team; develops and administers the department budget; prepares regular and special reports required by the City and State Library and other agencies; responds to patron complaints and suggestions; consults with and advises program managers; directs personnel; confers with the City Manager on issues pertaining to the library and museum; serves on the City Executive Team. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of literature, history, English or related field, with increasingly responsible experience in library operations, including management and executive management experience.
- Master's degree in Library and Information Science preferred.
- Experience in museum operations preferred.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Library operations, procedures, practices, systems, and structures;
- American Library Association Code of Ethics, principles of Intellectual Freedom, federal, state, and local laws and regulations governing library services;
- Value of libraries in the community.

Skills: *(Demonstrated skill in performing the following)*

- Developing and maintaining an accurate sense of community service needs as related to library and museum services;
- Coordinate community outreach to shape services and meet community needs.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
Travel as required.

Addendum History

2012.01 – Created

2017.06 – Revisions by HR